



# CITY OF NORTH SALT LAKE

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## CITY COUNCIL MEETING

### NOTICE & AGENDA

JANUARY 19, 2021

Work Session: 6:00 pm – Regular Session 7:00 pm

Remote Electronic Meeting – No Anchor Location

View via Zoom

Posted January 14, 2021

#### NOTICE OF SPECIAL MEETING CIRCUMSTANCES DUE TO COVID-19 PANDEMIC:

In keeping with recommendations of Federal, State, and Local authorities to limit public gatherings in order to control the continuing spread of COVID-19, and in accordance with the Utah Open and Public Meetings Act, specifically Utah Code § 52-4-207(4), the City of North Salt Lake City Council and meeting presenters will participate electronically via phone or video conference.

#### WORK SESSION – 6:00 p.m.

1. Department Report: City Manager report on certain FY22 budget items
2. Approve City Council Minutes of January 5, 2021
3. Action Items
4. Council Reports
5. Adjourn

#### REGULAR SESSION - 7:00 p.m.

1. Introduction by Mayor Len Arave
2. Citizen Comment
3. City Council ratification of Mayor's Planning Commission appointments.
4. Public Hearing and Consideration of **Resolution 2021-03R**: A resolution amending the fiscal year 2020-2021 City of North Salt Lake General Fund, Debt Service Fund, Capital Fund, Road Capital Fund, Water Fund, Irrigation Water Fund, Storm Water Fund, Solid Waste Fund, Golf Fund and Fleet Fund budgets.
5. Consideration of proposed purchase of four police patrol cars in an amount up to \$211,600.
6. Consideration of **Resolution 2021-02R**: A resolution appointing a City of North Salt Lake representative as a member of the South Davis Recreation District Administrative Control Board.

7. Mayor’s Report
8. City Attorney Report
9. City Manager Report
10. Adjourn

**CLOSED SESSION**

1. Possible closed session for the purpose of discussing pending or reasonably imminent litigation; to discuss the character professional competence, or physical or mental health of an individual; to discuss collective bargaining; or to discuss the purchase, exchange, sale, or lease of real property. *Utah Code 52-4-205*

The public is invited to attend all City Council meetings. This meeting will be held electronically via Zoom, with joining information below:  
Zoom link for Tuesday’s City Council Meeting:

<https://us02web.zoom.us/j/87067884648?pwd=QUZQbG9kaXBDbHE2WjdZNOxObVU3Zz09>

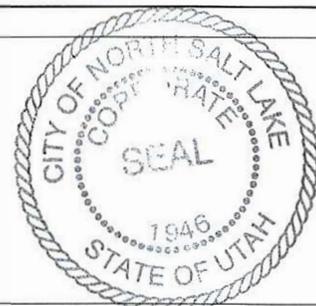
Meeting ID: 870 6788 4648  
Passcode: 236741

Notice of Posting:

I, the duly appointed City Recorder for the City of North Salt Lake, hereby certify that the foregoing agenda was posted on the Utah Public Notice website, at city hall, and sent to the required newspapers this 14th day of January, 2021.

Dated this 14th day of January, 2021.







# CITY OF NORTH SALT LAKE

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10 East Center Street  
North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

Len Arave  
Mayor

Ken Leetham  
City Manager

## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Ken Leetham, City Manager

**DATE:** January 19, 2021

**SUBJECT:** Work session discussion related to certain FY22 budget items

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At our last meeting, I heard requests from City Council members about projects in the upcoming FY22 budget. The Council was also invited to share your budget and project priorities with me and Janice Larsen as we prepare the initial drafts of the budget with the City's departments.

In an effort to assist the Council in having a work session discussion, I have put together a brief list of existing and future initiatives and projects that City staff is working on now or will propose in the upcoming fiscal year 2021-2022 budget. Below is a partial list and I will share detailed information with the Council in the work meeting.

- ◇ Culinary Water and Storm Drain Master Plan Update
- ◇ Parks and Recreation Master Plan Update (Tunnel Springs, trails, Hendrickson property and other open space areas throughout the City)
- ◇ Hatch Park design project and funding
- ◇ Funding for Foxboro Wetlands Park
- ◇ 1100 North Bridge Engineering Feasibility Study
- ◇ Parks maintenance and replacement schedule
- ◇ Annexation feasibility study
- ◇ Eaglewood Golf Course clubhouse rehabilitation

This work session is not intended to be a decision-making session or a budget retreat. Rather, I would like to give you some project details, funding information, and a general update on these projects.

1  
2 CITY OF NORTH SALT LAKE  
3 CITY COUNCIL MEETING-WORK SESSION  
4 JANUARY 5, 2021

5 **DRAFT**

6  
7 Mayor Arave called the meeting to order at 6:04 p.m.

8  
9 PRESENT: Mayor Len Arave  
10 Council Member Lisa Watts Baskin  
11 Council Member Natalie Gordon  
12 Council Member Brian Horrocks  
13 Council Member Ryan Mumford  
14 Council Member Stan Porter

15  
16 STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; Janice Larsen,  
17 Finance Director; Craig Black, Police Chief; David Church, City Attorney; Tyler Abegglen, Golf  
18 Course General Manager; Sherrie Pace, Community Development Director; Linda Horrocks,  
19 City Recorder; Andrea Bradford, Minutes Secretary.

20  
21 OTHERS PRESENT: Dee Lalliss, resident; Nicole Nelson, Child Richards CPAs & Advisors.

22  
23 Mayor Arave read the required statement pertaining to the conducting of a public meeting  
24 without an anchor location as required in Utah Code Sections 52-4-201 and 52-4-202. A copy of  
25 this determination is available at [www.nslcity.org](http://www.nslcity.org).

26  
27 1. PRESENTATION OF 2020 AUDIT REPORT

28  
29 Nicole Nelson, Child Richards, reported that this was the second year she had prepared the audit  
30 for the City. She spoke on the City's responsibility, which included the preparation and fair  
31 presentation of the financial statement in accordance with accounting principles generally  
32 accepted in the U.S., including the design, implementation, and maintenance of internal controls  
33 relevant to the preparation and fair presentation of financial statements that are free from  
34 material misstatement, whether due to fraud or error. She said the auditor's responsibility was to  
35 take those financial statements prepared by the City and perform tests including cash balances,  
36 third party verification, sample testing of payroll, etc. Ms. Nelson then stated that in their opinion  
37 the financial statements referred to in the report were presented fairly, in all material respects, the  
38 respective financial position of the governmental activities, the business-type activities, each  
39 major fund, and the aggregate remaining fund information of the City as of June 30, 2020 and  
40 the respective changes in financial position, and where applicable, cash flows thereof for the year  
41 then ended in accordance with accounting principles generally accepted in the U.S. She said this  
42 meant they found a clean audit as presented.

43

44 Mayor Arave asked if it could be corrected to say “the City of North Salt Lake” wherever it  
45 referenced the City in the report.

46  
47 Nicole Nelson reported on the statement of net position, which showed the assets and liabilities.  
48 She spoke on the total cash and restricted cash, such as impact fees, and said the total cash was  
49 just under \$19 million compared to \$18.9 million last year for a total increase of \$100,000. Total  
50 assets were \$121 million, which was an increase of \$2.2 million from last year. Total liabilities at  
51 the end of fiscal year 2019 were \$12.9 million, which was a decrease of \$3.8 million in liabilities  
52 including pension and debt that had been paid down. Ms. Nelson reviewed net income and  
53 capital assets, essentially everything the City owned minus the debt, which was \$93 million. She  
54 then reviewed the governmental funds such as road development, general capital projects, etc.  
55 and said the restricted cash for all the governmental funds was \$9.7 million, or more than half of  
56 the total cash was held in these funds. She also reviewed liabilities such as payroll and developer  
57 deposits for construction.

58  
59 Nicole Nelson explained that the general fund balance, after the restricted funds were removed,  
60 was \$2.7 million. She said State compliance required that this number be between 5 and 25% of  
61 the total revenues for the year and the City was under that balance at 23%. She then spoke on the  
62 income statement for governmental funds and compared these numbers to the budgeted amount.  
63 The original budget for sales tax was \$4.6 million, which was adjusted to \$5 million. Compared  
64 to fiscal year 2019 at \$4.5 million, the City was up \$212,000 in sales tax this fiscal year. Total  
65 revenues last year were \$11.8 million and were up \$500,000 this year in the General Fund.  
66 Expenditures were very close to last year and the total expenses were up about \$700,000 and no  
67 items were over budget in any department. She did speak on a finding, which was the refinancing  
68 of a bond, this was an oversight as it was not budgeted for.

69  
70 Nicole Nelson said total operating revenue for 2020 was \$7.8 million, which was up \$500,000  
71 from the prior year. Operating expenses were at \$7.7 million and were up about \$600,000. She  
72 said expenses were up over revenue this fiscal year. Ms. Nelson reviewed the water, storm water,  
73 wastewater, and golf funds as well as impact fees. She spoke on the change in capital assets  
74 related to construction, assets, land, and depreciation, as well as a review of long-term debt  
75 related to the different bonds including sales tax revenue, lease revenue, public works vehicle  
76 capital leases, water revenue, golf course, etc.

77  
78 Nicole Nelson reported on internal control over financial reporting, that included determining  
79 what internal controls were in place, if they were properly functioning, and if they were detecting  
80 misstatements in the financial statements. She said in all of the testing nothing was deficient and  
81 it was a clean report. Ms. Nelson mentioned State compliance and said that they reviewed  
82 budgetary compliance, justice courts, fraud risk assessment, fund balance, restricted taxes and  
83 related revenues, and the Open and Public Meetings Act. She said Janice Larsen was a great  
84 asset and did a great job keeping everything in line.

85

86 Council Member Horrocks asked about the General Fund and said the reserve balance appeared  
87 to be over the required 25%. He asked if this requirement had changed. Nicole Nelson said the  
88 requirement had not changed but the unassigned fund balance was 23% so it was under the  
89 requirement.

90

91 2. DEPARTMENT REPORT: DISCUSSION OF CITY MANAGER  
92 RECOMMENDATIONS FOR FY 2021 BUDGET AMENDMENTS

93

94 Ken Leetham said that when the budget was adopted during the Coronavirus pandemic, there  
95 were many unknowns, so the Council approved a very conservative plan with reduced revenues  
96 based on the information from the State and Governor's office. He said many of these reductions  
97 had not come to pass and while the City should be conservative he recommended certain things  
98 be added back into the budget. This included a cost of living adjustment (COLA) at 2% and that  
99 this be retroactive back to July 1, 2020 for all employees except the sworn officers. The total  
100 annual cost of this proposed addition to the budget would be \$88,500. He explained that a market  
101 adjustment of up to 8% had already been approved for the City's sworn officers. The second  
102 adjustment would be a merit increase, which are wage adjustments of 2% related to performance  
103 evaluations. These wage adjustments were given throughout the year on anniversary dates and  
104 corresponded with the timing of a written evaluation of employee performance. The cost to re-  
105 instate this benefit would be approximately \$56,000. Mr. Leetham said the third benefit was the  
106 medical in-lieu-of incentive for employees that provided their own medical insurance or were on  
107 a lower cost plan. This adjustment would be \$52,800 for the full year. He said there were two  
108 additional items that included a communications position, which was discussed earlier in 2020.  
109 The estimated cost for this position would be approximately \$60,000. The City could fill this  
110 position by moving existing staff member, Mackenzie Bennett, into a full-time position. Ms.  
111 Bennett would head up the Qualtrics public outreach efforts and a potential part time position  
112 could be authorized as needed. Linda Horrocks would maintain responsibility over the website  
113 and social media accounts as well as the newsletter, etc.

114

115 Ken Leetham reported that the final item was a transfer of \$200,000 into the Fleet Fund for the  
116 purpose of authorizing the possible lease or purchase of four police patrol vehicles.

117

118 Ken Leetham said that all the employees had been very patient and had a good understanding of  
119 the situation. He said the overall performance was exceptional and the City had made great  
120 progress due in part to staff and felt the employees were deserving of the reinstatements in these  
121 benefits.

122

123 Council Member Horrocks said that when the budget was prepared that there was a lot of  
124 unknown including the potential for a loss of sales tax. He said he was comfortable in restoring  
125 these items that were frozen. Council Member Porter said he was also in agreement.

126

127 Council Member Mumford asked about the legislative increase of \$440,000. He asked about the  
128 change. Ken Leetham said this was the sharing of CARES Act revenue with other agencies.

129  
130 Council Member Mumford said one thing that symbolized the City was the response to the high  
131 wind event and how staff worked hard to address the needs of the residents. He said if anyone  
132 deserved a COLA and merit increase it was the Public Works employees.

133  
134 Council Member Baskin said she was unsure that the City was out of the woods at this point.

135  
136 Council Member Gordon was in agreement with Council Members Horrocks and Porter.

137  
138 Mayor Arave instructed staff to add this item to a future Council agenda for review and a vote.

139

### 140 3. APPROVE CITY COUNCIL MINUTES

141

142 The City Council minutes of December 15, 2020 were reviewed and approved.

143

144 **Council Member Horrocks moved to adopt the City Council meeting minutes of December**  
145 **15, 2020. Council Member Porter seconded the motion. The motion was approved by**  
146 **Council Members Baskin, Gordon, Horrocks, Mumford and Porter.**

147

### 148 4. ACTION ITEMS

149

150 The action items list was reviewed. Completed items were removed from the list.

151

152 Council Member Porter asked for an update related to the hearing for the Hughes property.  
153 Sherrie Pace reported that the hearing was held December 16<sup>th</sup> and the judge ordered the  
154 property owner to immediately secure the property. He then assessed a fine of \$100 per day per  
155 property for a maximum of \$1,000 per property. Staff had been working with the main property  
156 owner who was not communicating with his co-owners about the seriousness of the violations.  
157 Staff then met with the other property owners and expressed the concerns with the safety and  
158 appearance of the property. They have since picked up their demolition permit for the property  
159 with a goal to have the buildings torn down by Friday. Ms. Pace said if the buildings are torn  
160 down and debris removed from the property by that time that she would ask the judge to remove  
161 or reduce the fines.

162

163 Mayor Arave asked for recommendations from the City Council for any items related to the  
164 budget retreat.

165

### 166 5. COUNCIL REPORTS

167

168 Council Member Gordon reported that the Youth City Council (YCC) was meeting twice a  
169 month and met that day for a service project at the food bank. She said that replacements would  
170 be needed for the Youth City Council advisors.

171  
172 Council Member Horrocks reported that with the temperate weather, the parks were being used  
173 extensively, particularly Tunnel Springs Park, and that no garbage cans were available which  
174 resulted in trash accumulating. He asked if the parks should be reviewed for year round use.  
175 David Frandsen said he could review some options related to year-round park use, but would  
176 ensure that the garbage was picked up.

177  
178 Council Member Mumford reported that the Parks and Arts Board would be working with City  
179 staff on the new design plan for Hatch Park. He said in regards to upcoming budget planning that  
180 funding the Hatch park redesign was integral to the City Center plan.

181  
182 Council Member Mumford asked about imminent domain for Redwood Road and the need for a  
183 sidewalk there. Ken Leetham replied that both property owners were now willing to sell the  
184 properties to the City.

185  
186 Council Member Gordon asked about saving the old trees on the south side of 1100 North. Paul  
187 Ottoson responded that they had looked at keeping the trees, but unfortunately the trees were  
188 down lower and could not be saved.

189  
190 Council Member Mumford spoke on the RDA audit related to funding from the Amazon  
191 development. He asked for a work session review for the use of these funds. Ken Leetham said  
192 staff could provide an overview of the U.S 89 and Redwood Road CDAs including revenue and  
193 obligations.

194  
195 Council Member Porter reported on Uniting Neighbors and combining with South Davis Fire to  
196 manage emergency preparedness. Mayor Arave said that coordinating the City's emergency  
197 preparedness plan with the Fire District made sense to him.

198  
199 6. MAYOR'S REPORT

200  
201 Mayor Arave said the South Davis Recreation District was looking for land to construct a facility  
202 on the west side. He said they would hold a meeting via Zoom on January 13<sup>th</sup> to present the new  
203 master plan. This facility would include a splash pad, sports courts, and a swimming pool. He  
204 suggested that wetlands property could potentially be used for this facility.

205  
206 7. ADJOURN

207  
208 Mayor Arave adjourned the meeting at 7:01 p.m. to begin the regular session.

CITY OF NORTH SALT LAKE  
CITY COUNCIL MEETING-REGULAR SESSION  
JANUARY 5, 2021

**DRAFT**

Mayor Arave called the meeting to order at 7:01 p.m.

PRESENT: Mayor Len Arave  
Council Member Lisa Watts Baskin  
Council Member Natalie Gordon  
Council Member Brian Horrocks  
Council Member Ryan Mumford  
Council Member Stan Porter

STAFF PRESENT: Ken Leetham, City Manager; Paul Ottoson, City Engineer; Janice Larsen, Finance Director; Craig Black, Police Chief; David Church, City Attorney; Tyler Abegglen, Golf Course General Manager; Sherrie Pace, Community Development Director; Linda Horrocks, City Recorder; Andrea Bradford, Minutes Secretary.

OTHERS PRESENT: Dee Lalliss, resident.

1. CITIZEN COMMENT

There were no citizen comments.

2. CITY COUNCIL APPOINTMENTS TO THE PARKS TRAILS ARTS AND RECREATION ADVISORY BOARD

Mayor Arave reported that the three appointments were current members of the Parks and Arts Board who would be serving another term. These members included Kristine Pepin, Rachel Shumway, and Dallas Golden.

Council Member Mumford thanked the City Council for their support. He said the original goal of the Board was to establish the City as a place with an identity through events, trails, art and recreation.

**Council Member Mumford moved to reappoint Dallas Golden, Kristine Pepin and Rachel Shumway to second terms on the City's Parks Trails and Recreation Advisory Board effective January 1, 2021. Council Member Horrocks seconded the motion. The motion was approved by Council Members Baskin, Gordon, Horrocks, Mumford and Porter.**

250 3. CONSIDERATION OF RESOLUTION 2021-01R: A RESOLUTION OF THE CITY  
251 OF NORTH SALT LAKE APPROVING THE NOTICE OF ANNUAL MEETING  
252 SCHEDULES FOR THE CITY COUNCIL AND PLANNING COMMISSION FOR  
253 CALENDAR YEAR 2021  
254

255 Mayor Arave commented that the first Tuesday in November was usually reserved for elections  
256 but said since most voting was now by mail, he asked if that date still needed to be reserved.  
257

258 **Council Member Porter moved to adopt Resolution 2021-01R a notice of the annual**  
259 **meeting schedules for the City Council and Planning Commission of the City of North Salt**  
260 **Lake, Davis County, Utah Calendar Year 2021. Council Member Mumford seconded the**  
261 **motion. The motion was approved by Council Members Baskin, Gordon, Horrocks,**  
262 **Mumford and Porter.**  
263

264 4. CITY COUNCIL MOTION TO SELECT MAYOR PRO TEMPORE FOR 2021  
265

266 Linda Horrocks reported that Lisa Baskin was appointed in January of 2020 and prior to that  
267 Ryan Mumford was appointed in January of 2018. Brian Horrocks served in 2016 and 2017.  
268

269 **Council Member Gordon nominated Lisa Watts Baskin for a second year as mayor pro**  
270 **tempore. Council Member Porter seconded the motion. The motion was approved by**  
271 **Council Members Baskin, Gordon, Horrocks, Mumford and Porter.**  
272

273 5. CITY ATTORNEY'S REPORT  
274

275 David Church had nothing to report.  
276

277 6. CITY MANAGER'S REPORT  
278

279 Ken Leetham reported that he sent out two updates from Davis County regarding COVID and  
280 should be receiving data on vaccinations soon.  
281

282 Council Member Porter asked if any of the City's emergency personnel had received  
283 vaccinations. Chief Black replied that the first opportunity would be tomorrow and Friday. He  
284 said they would evaluate the County's first responders after that.  
285

286 Council Member Horrocks referred back to the Mayor's discussion about a proposed Recreation  
287 District facility in the southwest area of Davis County. He said that when his company purchased  
288 wetland areas, they had to replace or mitigate those areas. He asked if the City or County would  
289 have to do this if wetland property was used. Mayor Arave replied that he assumed that would be  
290 the case. He said that \$2.5 million had been set aside for the facility and using and mitigating the  
291 wetlands could be done with that amount of funding.

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Ken Leetham asked how many acres the Recreation District was looking for. Mayor Arave replied they needed ten acres.

A discussion was held about different properties that could be used for the Recreation District facility including the wetlands property, property near Center Street, property near the storage units, 1100 North and Redwood Road, and Stericycle.

Council Member Mumford asked about the selection of the new City attorney. Ken Leetham replied that the City would be seeking applicants to fill this position.

Council Member Mumford asked about the April League of Cities and Towns convention. Linda Horrocks responded that the ULCT calendar showed the convention would be held the April 22<sup>nd</sup> and 23<sup>rd</sup> in St. George.

7. ADJOURN

Mayor Arave adjourned the meeting at 7:20 p.m.

*The foregoing was approved by the City Council of the City of North Salt Lake on Tuesday January 19, 2021 by unanimous vote of all members present.*

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*Linda Horrocks, City Recorder*

### Action Items for Jan 19, 2021

Item	Staff	Description
<b>New</b>		
1	David	David Frandsen to review options for year-round park use (garbage cans) – <i>Cans have been placed at Tunnel Springs, and pet waste cans will also be emptied.</i>
2	Mayor, Ken, Sherrie	Mayor and Staff – review and present locations in the City for a new South Davis Rec District facility.
3	City Council Members	City Council to provide any recommendations to staff for the upcoming budget retreat. <i>We will have a discussion on this item during the 1/19/21 cc work meeting.</i>
<b>Current</b>		
1	Ken	Staff to assist in forming a committee and solicit applications for a new City attorney. <i>Advertisement posted on January 12 with a due date of February 1<sup>st</sup>.</i>
2	Ken, Sherrie	Assignment to amend the Park and Recreation Element of the City’s General Plan so that it includes Hatch Park, Tunnel Springs Expansion and Capital Projects and repairs. <i>An RFP is being prepared to complete the amendment.</i>
3	Paul	In conjunction with the re-routing of storm water near the 14 <sup>th</sup> hole on the golf course, Staff to research using the water in a water feature at the Eaglewood Sign in that same area. CM Horrocks mentioned that there is probably additional water in the storm drain coming down lower Foxhill, as it often floods the street onto Eaglewood. <i>Staff is evaluating several potential options for fixing this storm drain and including potential water features as a part of the design of the repair. Will report to CC when staff report is more complete.</i>
4	David	Staff to review whether the second Saturday pickup was worth the cost/had value. Staff to also research options for pickup of heavier items and a potential replacement for the second Saturday pickup. <i>Staff is preparing a report for the City Council on this.</i>
5	David, Linda	Reschedule service projects -- including Purge the Spurge at Wild Rose Trail (with YCC and residents help). <i>Staff will evaluate the feasibility of projects depending on COVID-19 restrictions.</i>
6	David, Sherrie	Staff to prepare policy (or review current policy) related to tree removal particularly when related to sidewalk damage. <i>Staff is working on a follow-up report to the City Council.</i>
7	Tyler, Julie McLachlan	Look at the possibility of expanding a recreation program up at the golf course. Clinics, lessons, paid classes/workshops, etc. <i>This idea will be included in the new proposals related to the golf course and efforts to increase revenues.</i>
8	Ken	Staff would prepare a proposal related to small insurance claims and a fund to pay for these types of items in-house rather than submitting them through insurance.
9	Linda Ken	CM Porter asked for recognition/formalization of the City’s History Committee on a future agenda. <i>Staff reviewing history committees of other cities and will draft resolution.</i>



# CITY OF NORTH SALT LAKE FINANCE DEPARTMENT

10 East Center Street  
North Salt Lake, Utah 84054  
(801) 335-8700  
(801) 335-8719 Fax

Len Arave  
Mayor

Janice Larsen  
Finance Director

## MEMORANDUM

**TO:** Honorable Mayor and City Council

**FROM:** Janice Larsen, Finance Director

**DATE:** January 19, 2021

**SUBJECT:** Resolution Adopting the Proposed Mid-Year Budget Adjustments

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### RECOMMENDATION

I recommend that the City Council approve a mid-year budget adjustment that includes additional revenue projections and expenditures related to wages and additional expenses as outlined in the City Manager's report dated January 5, 2021 and summarized below.

### BACKGROUND

Our revenue projections and expenditures were drastically reduced and several cost cutting measures were implemented for Fiscal Year (FY) 2021, in anticipation of then-unknown effects of the Coronavirus pandemic. The pandemic has not resulted in a reduction of sales tax or development revenues as expected.

A detailed schedule of the staff recommended adjustments is attached. Below is a summary explanation of the proposed budget adjustments

#### **Revenues**

In the General Fund, the City is estimating revenues to exceed the of the current budget in the following areas; 1) sales tax revenue in the amount of \$1,398,600, 2) franchise tax in the amount of \$54,500, 3) CARES Act, federal grant revenues in the amount of \$549,450, 4) road tax revenues in the amount of \$215,500, and 5) development related revenues in the amount of \$112,000. The one revenue area experiencing a significant decrease related to the Coronavirus pandemic is in the Court. This is due to a decision at the State level to suspend in-person court appearances. The court revenues are expected to be \$170,000 lower than the current budget.

In the Debt Service Fund, the original budget was very conservative for the sales tax related revenues. the City is estimating revenues will exceed the current budget in the amount of \$138,000.

**Expenditures and Transfers-out**

As a result of the increase in budgeted revenues, staff is recommending adjustments to expenditures and transfers-out and the corresponding transfers-in, which affect the following funds.

Staff is recommending an adjustment to wages and benefits (excluding non-exempt sworn police officers) for, 1) a 2% Cost of Living Adjustment (COLA) to the wages schedules, 2) reinstatement of the annual merit increase, and 3) reinstatement of the medical in lieu contributions for qualifying employees. Staff recommends the adjustments be made retroactively to the beginning the Fiscal Year. Below are the costs for each fund:

General Fund	\$110,400
Water Fund	\$ 29,600
Secondary Water (Foxboro) Fund	\$ 4,900
Storm Water Fund	\$ 5,400
Solid Waste Fund	\$ 3,100
Golf Fund	\$ 21,500
Fleet Fund	\$ 8,000

The increase in revenue for the current FY results in unrestricted funds being available to transfer to other funds for much needed infrastructure expenditures in the current and future years. The proposed transfers-out are all from the General Fund to other funds in the following amounts:

Capital Fund (Fund Balance-Future Projects)	\$1,300,000
Road Fund (Road Projects)	\$1,015,500
Fleet Fund (Police Vehicles)	\$ 215,000

Staff is also recommending additional budget to reinstate a full time planner position. A part-time position already exists and is filled. Staff is proposing moving the part-time employee to a full time position and hiring a new employee to fill the current part-time position. The budget increase to fund these two changes to the end of the current Fiscal Year is \$19,000.

The CARES Act revenue can be used for the purchase of equipment and supplies for costs related to the Coronavirus. The City expects to spend approximately \$85,000 in the current fiscal year. No funds are currently budgeted for these expenditures, which can be off-set by the CARES Act revenue.

Staff is also recommending additional budget for the completion of road and water capital projects related to the third phase of the Eaglewood Loop and Rockwood. The additional cost of these projects are estimated at this time to be \$484,000 in the Road Fund and \$454,000 in the Water Fund.

**PROPOSED MOTION**

I move that the City Council approve Resolution 2021-03R proposing a mid-year budget adjustment.

FISCAL YEAR 2020-2021 BUDGET ADJUSTMENT - JANUARY 19, 2021

FUND	ACCOUNT TITLE	CURRENT BUDGET	BUDGET ADJUSTMENT	TOTAL BUDGET	NOTES
<b>GENERAL FUND</b>					
	SALES AND USE TAX	\$ (3,764,700)	\$ (1,398,600)	\$ (5,163,300)	SALES TAX REVENUE INCREASE
	ENERGY SALES AND USE - GAS	(454,500)	(54,500)	(509,000)	INCREASE FRANCHISE TAX
	CAPITAL GRANTS - FEDERAL	(1,234,650)	(549,450)	(1,784,100)	INCREASE FOR 3RD PAYMENT CARES ACT REVENUE
	TRANSPORTATION TAX - OTHER GOVERNMENT	(323,000)	(133,000)	(456,000)	INCREASE ROAD TAX REVENUE
	STATE C ROAD	(637,500)	(82,500)	(720,000)	INCREASE ROAD TAX REVENUE
	PERMIT FEE - INSPECTION	(288,000)	(112,000)	(400,000)	INCREASE REVENUE FOR BUILDING/DEV INSPECTIONS
	COURT FINES & BAIL FORFEITURES	(380,000)	170,000	(210,000)	REDUCE REVENUE RELATED TO COURT
	POLICE - FLEET CAPITAL REPLACEMENT	-	215,000	215,000	FUND PURCHASE OF 4 POLICE VEHICLES
	WAGE AND BENEFIT ADJUSTMENT	3,213,300	110,400	3,323,700	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	WAGE AND BENEFIT ADDITIONAL POSITION	-	19,000	19,000	BENEFITS FOR EXISTING PLANNER, 16 WKS OF NEW PT CLERK
	TRANSFER TO CAPITAL FUND	-	1,300,000	1,300,000	TRANSFER TO THE CAPITAL FUND AVAILABLE UNRESTRICTED
	TRANSFERS TO ROAD CAPITAL FUND				
	ADDITIONAL TRANSPORTATION TAX	323,000	133,000	456,000	RESTRICTED TRANSPORTATION TAX
	ADDITIONAL C ROAD FUNDS	461,500	82,500	544,000	RESTRICTED C-ROAD FUNDS
	UNRESTRICTED FUNDS	-	800,000	800,000	GENERAL FUND UNRESTRICTED
	CARES ACT RELATED EQUIPMENT AND SUPPLIES	-	85,000	85,000	COVID RELATED PURCHASES EQUIPMENT AND SUPPLICES
	FUND BALANCE - CONTRIBUTION TO	639,950	(584,850)	55,100	DECREASE CONTRIBUTION TO FUND BALANCE
<b>DEBT FUND (ZAP/SALES TAX)</b>					
	RECREATION, ARTS, & PARKS TAX	(345,000)	(138,000)	(483,000)	INCREASE REVENUE FROM TAX
	FUND BALANCE - USE OF	(9,000)	9,000	-	REDUCE USE OF FUND BALANCE
	FUND BALANCE - CONTRIBUTION TO	-	129,000	129,000	INCREASE CONTRIBUTION TO FUND BALANCE
<b>CAPITAL FUND</b>					
	TRANSFERS FROM GENERAL FUND	-	(1,300,000)	(1,300,000)	TRANSFER IN GENERAL FUND UNRESTRICTED
	FUND BALANCE - USE OF	(846,438)	846,438	-	DECREASE USE OF FUND BALANCE
	FUND BALANCE - CONTRIBUTION TO	-	453,562	453,562	INCREASE CONTRIBUTION TO FUND BALANCE
<b>ROADS CAPITAL FUND</b>					
	TRANSFERS FROM GENERAL FUND	-	(800,000)	(800,000)	UNRESTRICTED GENERAL FUND CASH
	TRANSFERS FROM GEN FUND C ROAD	(783,000)	(215,500)	(998,500)	ADDITIONAL ROAD AND TRANSPORTATION TAX REV
	EAGLEWOOD LOOP SO ROCKWOOD	700,000	484,000	1,184,000	ADDING PHASE 3 NORTH EAGLEWOOD LOOP
	FUND BALANCE - USE OF	(1,134,326)	531,500	(602,826)	DECREASE USE OF FUND BALANCE
<b>WATER FUND</b>					
	WAGE AND BENEFIT INCREASE	1,059,800	29,600	1,089,400	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	SEC, EAGLEWOOD, ROCKWOOD & TANGLEWOOD	500,000	454,000	954,000	ADDING PHASE 3 NORTH EAGLEWOOD LOOP
	FUND BALANCE - USE OF	(2,084,413)	(483,600)	(2,568,013)	INCREASE USE OF FUND BALANCE
<b>SECONDARY WATER FUND</b>					
	WAGE AND BENEFIT INCREASE	108,100	4,900	113,000	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	CONTRIBUTION TO FUND BALANCE	39,400	(4,900)	34,500	DECREASE CONTRIBUTION TO FUND BALANCE
<b>STORM WATER FUND</b>					
	WAGE AND BENEFIT INCREASE	309,500	5,400	314,900	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	FUND BALANCE - USE OF	(895,500)	(5,400)	(900,900)	INCREASE USE OF FUND BALANCE
<b>SOLID WASTE FUND</b>					
	WAGE AND BENEFIT INCREASE	98,500	3,100	101,600	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	FUND BALANCE - CONTRIBUTION TO	13,800	(3,100)	10,700	DECREASE CONTRIBUTION TO FUND BALANCE
<b>GOLF FUND</b>					
	WAGE AND BENEFIT INCREASE	675,900	21,500	697,400	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	USE OF FUND BALANCE	(221,700)	(21,500)	(243,200)	INCREASE USE OF FUND BALANCE
<b>FLEET FUND</b>					
	POLICE CAPITAL REPLACEMENT TRANSFER IN	-	(215,000)	(215,000)	GENERAL FUND CAPITAL REPLACEMENT
	POLICE VEHICLES	-	215,000	215,000	POLICE VEHICLE REPLACEMENT
	WAGE AND BENEFIT INCREASE	208,800	8,000	216,800	INCREASE WAGE AND BENEFITS FOR COLA AND STEP
	USE OF FUND BALANCE	(145,800)	(8,000)	(153,800)	INCREASE USE OF FUND BALANCE

**RESOLUTION NO. 2021-03R**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH SALT LAKE ADOPTING AN AMENDMENT TO ADJUST THE FISCAL YEAR 2020~2021 (GENERAL FUND, DEBT SERVICE FUND, CAPITAL FUND, ROAD CAPITAL FUND, WATER FUND, SECONDARY WATER FUND STORM WATER FUND, SOLID WASTE FUND, GOLF FUND AND FLEET FUND BUDGETS).**

**WHEREAS**, the City of North Salt Lake has considered the adoption of an amendment to increase the 2020~2021 budgets for General Fund, Debt Service Fund, Capital Fund, Road Capital Fund, Water Fund, Secondary Water Fund, Storm Water Fund, Solid Waste Fund, Golf Fund, and Fleet Fund, and finds that it is in the best interest of the citizens and the City as a whole to adopt the aforesaid budget; and

**WHEREAS**, a public hearing was properly noticed and held on Tuesday January 19, 2021 for public comment concerning the adoption of said budgets; and

**WHEREAS**, such action is authorized by statute.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE CITY OF NORTH SALT LAKE AS FOLLOWS:**

A change in the General Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase revenues in the amount of (\$2,160,050)  
Decrease in contribution to fund balance in the amount of (\$584,850)  
Increase expenditures/transfers-out in the amount of \$2,744,900

A change in the Debt Service Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase revenues in the amount of (\$138,000)  
Increase contribution to fund balance in the amount of \$138,000

A change in the Capital Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase revenues/transfers-in in the amount of (\$1,300,000)  
Net change in the use of/contribution to fund balance in the amount of \$1,300,000

A change in the Road Capital Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase revenues/transfers-in in the amount of (\$1,015,500)  
Increase expenditures in the amount of \$484,000  
Decrease use of fund balance in the amount of (\$531,500)

A change in the Water Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase in use of fund balance in the amount of (\$483,600)  
Increase expenditures in the amount of \$483,600

A change in the Secondary Water Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Decrease contribution to fund balance in the amount of (\$4,900)  
Increase expenditures in the amount of \$4,900

A change in the Storm Water Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase use of fund balance in the amount of (\$5,400)  
Increase expenditures in the amount of \$5,400

A change in the Solid Waste Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Decrease contribution to fund balance in the amount of (\$3,100)  
Increase expenditures in the amount of \$3,100

A change in the Golf Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase use of fund balance in the amount of (\$21,500)  
Increase expenditures in the amount of \$21,500

A change in the Fleet Fund budget is hereby adopted for the 2020~2021 fiscal year in the following amounts:

Increase revenues in the amount of (\$215,000)  
Increase use of fund balance in the amount of (\$8,000)  
Increase expenditures in the amount of \$223,000

Immediately after its adoption, this resolution shall be signed by the appropriate officers of the City of North Salt Lake, shall be recorded in the official records of the City of North Salt Lake and shall take immediate effect.

Passed and approved by the City Council of North Salt Lake this 19th day of January, 2021.

CITY OF NORTH SALT LAKE

By:

\_\_\_\_\_  
Len Arave, Mayor

Attest:

By:

\_\_\_\_\_  
Linda Horrocks, City Recorder

City Council Vote as Recorded

Council Member Baskin \_\_\_\_\_  
Council Member Gordon \_\_\_\_\_  
Council Member Horrocks \_\_\_\_\_  
Council Member Mumford \_\_\_\_\_  
Council Member Porter \_\_\_\_\_



# CITY OF NORTH SALT LAKE

## Police Department



LEONARD K. ARAVE

Mayor

KEN LEETHAM

City Manager

10 East Center Street, North Salt Lake, Utah 84054 • (801)335-8650 Fax: (801)335-8679

CRAIG BLACK

Chief of Police

**To:** Honorable Mayor and City Council of North Salt Lake  
**From:** Craig Black, Chief of Police  
**Date:** January 19, 2021  
**Re:** **PURCHASE OF FOUR (4) NEW POLICE VEHICLES**

### **Recommendation**

The police department is requesting authorization to purchase and equip four (4) 2021 Ford Explorer Police Interceptor for use in uniform operations (Patrol).

### **Background**

The Police Department has requested in the amended FY '2021 Budget funds to replace four (4) vehicles for use in the Patrol Division.

This request also includes the approval to equip these vehicles at Premier Vehicle Installation in a manner consistent with all other Patrol Vehicles. We will be re-using the current radio units, radars, and in-car cameras, but expending up to \$2,000 per camera to upgrade the hardware to be capable of the wireless download and storage the software (WatchGuard Evidence Library) system the department uses.

The department requested bids from four (4) vendors and received bids from two (2) vendors for the Ford Police Explorer, all approved participants in the Utah Division of Purchasing. The two responding vendors were Young Automotive Group and Larry H. Miller. Young Automotive group was the lowest bidder at \$36,183 per vehicle.

Premier Vehicle Installation is not the only local installer, but is the installer that has demonstrated through past performance, warranty and repair service, and consistency in the availability of our equipment to be the best option for timely and reliable service. The quote for the camera hardware is \$1,880 from Premier, but may be purchased from WatchGuard directly and shipped to Premier for installation. This would be to ensure the product warranty (WatchGuard) is registered with them and the installation warranty is with Premier. There cost of this will remain the same either way. Graphics are completed by Artistic Sign Design at \$515 per vehicle.

Young Automotive Group/ \$36,183 (144,732)  
Premier Vehicle Installation/ vehicle \$14,197 (\$56,788)  
Camera Upgrade/Unit \$2,000 (\$8,000)  
Police Vehicle Graphics \$515 (\$2060)

**Total Cost \$52,895/each. (\$211,580)**

### **Possible Motion**

I move the city council approve the purchase and equipping of four (4) 2021 Ford AWD Police Explorers at a cost of up to \$211,600.

**RESOLUTION NO. 2021-02R**

**A CITY COUNCIL RESOLUTION APPOINTING A CITY OF  
NORTH SALT LAKE REPRESENTATIVE AS A MEMBER OF  
THE SOUTH DAVIS RECREATION DISTRICT  
ADMINISTRATIVE CONTROL BOARD**

WHEREAS, the City of North Salt Lake is a member of the South Davis Recreation District; and

WHEREAS, each member municipality of the South Davis Recreation District has the power to appoint one member to the Administrative Control Board of the district; and

WHEREAS, the appointment procedures required by law for appointed members are currently set forth in Section 17B-1-304 of the *Utah Code Annotated* as amended; and

WHEREAS, pursuant to Davis County Resolution 2004-115, each member appointed to the Administrative Control Board serves a four year term; and

WHEREAS, the City Council now desires to reappoint Mayor Len Arave as a representative to the Administrative Control Board for the South Davis Recreation District; and

WHEREAS, such action is authorized by statute.

NOW THEREFORE, be it resolved by the City Council of the City of North Salt Lake, Utah as follows:

Section 1. MEMBER APPOINTED. Mayor Len Arave is hereby reappointed to serve as the City of North Salt Lake representative to the Administrative Control Board of the South Davis Recreation District, which term shall be deemed and ratified to have commenced on January 1, 2020 and shall expire on or before December 31, 2023, or when his term as an elected official concludes.

Section 2. COPY OF RESOLUTION TO BE PROVIDED TO DISTRICT. A copy of this resolution, once adopted, shall be provided to the South Davis Recreation District.

Section 3. EFFECTIVE DATE. This resolution shall take effect January 19, 2021.

Passed and approved by the City Council of the City of North Salt Lake, this 19th day of January, 2021.

CITY OF NORTH SALT LAKE

By \_\_\_\_\_  
Leonard K. Arave, Mayor

ATTEST:

By \_\_\_\_\_  
Linda Horrocks, City Recorder

City Council Vote as Recorded:

Council Member Baskin	_____
Council Member Gordon	_____
Council Member Horrocks	_____
Council Member Mumford	_____
Council Member Porter	_____